

2023 AMG Incident Reporting Policy

As at 29 March 2023

Policy Objective

The aim and objective of this policy is to ensure that any incident that occurs during the AMG is reported in the correct manner and the information is relevant, consistent, clear and accessible at the completion of the Games and for future reference. No communication in relation to incidents is permissible to the Media by anyone other than the General Manager.

Policy Key Principles

1. An incident is any occurrence resulting in loss, damage, threat, injury or illness. Incidents that involve electrical are a reportable incident to Safework SA and the OTR (Office of Technical Regulator). You must preserve the incident site until an inspector arrives or directs otherwise. This doesn't prevent you helping an injured person or make the site safe.

2.

A 'notifiable incident' is:

- the death of a person
- a serious injury or illness', or
- a 'dangerous incident' that exposes someone to a serious risk, even if no one is injured.

Incidents may also include;

- a. injury or illness (e.g. competitor, workforce, spectator)
 - b. loss including theft or damage (e.g. graffiti)
 - c. safety hazards (e.g. trip hazard, slip hazard)
 - d. bomb threat
3. AMG has a standard incident report form that is to be completed for relevant matters. [Report form](#)
 4. All AMG incident report forms are submitted to the AMG Games Office for review, escalation and/or final processing.
 5. An incident report should be completed for any situation that is identified by any person engaged in the delivery of the Games.
 6. Any person engaged in the delivery of the Games is encouraged to complete an incident report when faced with a situation, even if they are unsure if it is warranted.

Procedures/Processes

7. Once the incident or issue to be reported has been resolved as is reasonably expected at the time, an AMG Workforce member is to obtain a copy of the AMG Incident Report Form.
8. AMG Incident Report Forms are available at all Games venues, and also online. [Report Form](#)
9. The person completing the form is required to complete all relevant sections as outlined on the AMG Incident Report Form.
10. Workforce members who are volunteers are to provide the completed Incident Report form to their supervisor, sport convenor or AMG staff member.
11. The completed form is to then be submitted to the AMG Games Office in person, by email or by mail (forms completed online will be sent automatically).
12. Upon receipt of an AMG Incident Report Form the Games Office will record the incident on the AMG Incident Report Form Register.
13. The AMG Games Office will review the content of each incident report and determine any further action required.
14. If further action is required, the AMG Games Office will initiate appropriate communication and notification processes.

15. Once the incident has been determined as resolved the Incident Report Form is to be filed at the Games Office.

Related Documentation

- AMG Incident Report Form ([online version here](#))
- AMG Incident Report Form Register

Related Policies

- AMG Insurance Policy
- AMG Games Sexual Harassment/Assault Policy
- AMG Anti-Doping Policy
- AMG Ambush Marketing Policy
- AMG Sport Disputes and Appeals Policy
- AMG Cash Handling Policy
- AMG Petty Cash Policy
- AMG Workforce Performance Policy
- AMG Manual Handling Policy
- AMG Asset Management Policy